

# INSERT TOPIC NAME

## ISSUE SUMMARY:

**Focus on the key issues and summarize with 1 – 2 sentences.** There is much information to absorb in the first 90 days. Be concise so the new RA can know the key points in advance and skim the rest.

## UPCOMING MILESTONES:

**List major, high-level upcoming decision points, actions, milestones, and dates.** Be sure to note the nature of the dates (firm or estimated) and highlight external deadlines (such as regulatory or court deadlines).

- Key Decisions/Actions/ Milestone (Date, if applicable)
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## BACKGROUND:

**Place the issue in context.** Summarize relevant elements of the larger story that make the issue important, such as:

- Nature and scale of environmental or health implications
- Legal obligations or public commitments
- Past and current actions taken
- Competing interests
- Major challenges, concerns, or sensitivities

## KEY EXTERNAL STAKEHOLDERS:

**Account for different perspectives.** Check key stakeholders, including those likely to reach out to EPA or the new RA, & describe their respective concerns.

- ☐ Congress
 ☐ Industry
 ☐ States
 ☐ Tribes
 ☐ Media
 ☐ Other Federal Agency
 ☐ NGO
 ☐ Other (name of stakeholder) \_\_\_\_\_

Describe key concern(s):

## MOVING FORWARD:

**Describe potential paths/options forward.** The purpose is to help the new RA conceptualize possible different approaches to the issue or decision. (If you are coordinating with another division on this paper, you do not need to arrive at consensus for the options.) Leave recommendations for later.

## LEAD DIVISION:

## OTHER KEY DIVISION(S)/OFFICES:

For other Key Divisions/Offices part, note other R9 divisions and HQ offices involved in the issue (such as ORC/OPA/HQ OLEM)